




### **NOTICE OF APPEARANCE & REQUEST**

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Appearance and Request** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [Add/create party]; click [NEXT]
-  *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*
- STEP 7** Upload PDF file and any attachments; click [NEXT]
-  *TIP - Supporting documents such as a Certificate of Service are uploaded as ATTACHMENTS to the Notice of Appearance.*
- STEP 8** Confirm case name and number; click [NEXT]
- STEP 9** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

#### **SAMPLE DOCKET TEXT**

**Notice of Appearance and Request for Service of Notice filed by David Wilson  
for on behalf of General Motors Acceptance Corp. (Wilson, David)**

- STEP 10** **Notice of Electronic Filing** displays